

MINUTES
GREEN BAY PLAN COMMISSION
Monday, June 10, 2013
City Hall, Room 604
6:00 p.m.

MEMBERS PRESENT: M. Conard–Chair, L. Queoff–Vice-Chair, S. Bremer, T. Duckett, and J. Wiezbiskie

MEMBERS EXCUSED: J. Reck and T. Gilbert

OTHERS PRESENT: R. Strong, P. Neumeyer, G. Bader, Ald. D. Boyce, and E. Schanau

APPROVAL OF MINUTES:

Approval of the minutes from the May 28, 2013, Plan Commission meeting

A motion was made by S. Bremer and seconded by J. Wiezbiskie to approve the minutes from the May 28, 2013, Plan Commission meeting with the following underlined revisions on Page 3.

Clarence Matuszek, 2680 S. Webster Avenue – He knows it is unusual to have a Highway Commercial Zoning District immediately abut a Single-Family Residential District, like this one with working class people who maintain their homes. He would hate to see it change.

Motion carried.

ELECTION OF OFFICERS:

Discussion and action on the annual election of officers on the Plan Commission per Commission Rule #17 - Chair, Vice-Chair, and Secretary

A motion was made by L. Queoff and seconded by J. Wiezbiskie to nominate M. Conard as Chair of the Plan Commission. Motion carried.

A motion was made by S. Bremer and seconded by J. Wiezbiskie to nominate L. Queoff as Vice-Chair of the Plan Commission. Motion carried.

R. Strong will remain Secretary of the Plan Commission.

COMMUNICATIONS:

None

OLD BUSINESS:

1. (ZP 13-16A) Discussion and action on the request to create a Planned Unit Development (PUD) as directed by the Green Bay Plan Commission for the proposed Whitney Park Townhomes located in the 300 Block of North Van Buren Street (Ald. Boyce, District 7)

P. Neumeyer gave the staff report and recommendation. At the last Plan Commission meeting, this area was rezoned from General Commercial to Neighborhood Center. That was needed to allow for the underlying zoning to be compliant with the townhomes. Originally the boundary of the townhomes included only the first three lots. The developer has opted to extend the boundaries to include the two properties to the north on Van Buren as well. The developer is

proposing nine buildings total, but initially only three in Phase I. Staff outlined some initial concerns, of which progress will be discussed at this time: (1) Creating a transitional yard along that east property line – The pavement for the drive for these units is right on the property line. Staff wanted some separation between those. The developer said the lots are rather shallow; the footprints of the units are somewhat fixed. It would be a challenge to create any green space on that side of the site. Staff would still like some barrier such as a curb, some railroad ties, etc. to provide some separation along that property line. (2) Green space – Originally there was only 14% shown on the site plan. With the addition of the third phase (another three townhomes), the percentage went up to almost 20%. The requirement has been met. (3) Creating a forecourt area between the front façade and the sidewalk area – Staff wanted to see a more defined space per unit so that those living there could personalize that space. This will be addressed as part of the landscape plan prior to occupancy. (4) Detailed landscape plan. (5) Providing covered entryways to each unit – Some features were added by the developer, some eyebrows over windows, some overhangs, more articulation on the building façade. (6) Lighting has been added. (7) Use of certain exterior building materials – The original design shows premium vinyl lap siding. Staff would prefer the primary material covering much of the external surface be a longer-lasting material such as stucco or stone. The developer will address those concerns tonight.

P. Neumeyer said the developer has been very diligent in providing information in a short time period so the Planned Unit Development portion could be discussed by the Plan Commission at this time. Staff recommends approval of the adoption of the PUD.

L. Queoff asked about the two properties to the north – when they would be purchased by the developer and when construction would begin. P. Neumeyer said the developer could address the questions but added that developing the two properties to the north is Phase III of the project and will therefore occur quite a bit later.

S. Bremer commented on the two properties to the north as well. She feels the 80% impervious surfaces condition serves the three phases of this project well; she wonders, though, if the last three buildings for Phase III are not built by the same developer, would the PUD stand and would the buildings all have the same construction and design. P. Neumeyer said if ownership changes and the new developer wanted to build homes with a different design, the request would have to come before the Plan Commission to amend the PUD.

M. Conard asked what types of materials would be considered durable materials. P. Neumeyer said brick, stone, and/or tile; he doesn't believe vinyl would endure through the life of the structures. Vinyl could be the accent but not the primary building material.

Garritt Bader, 354 Indian Springs Drive – He and P. Neumeyer agreed on most of the items brought up by staff. He feels vinyl siding works with the aesthetic of the buildings.

L. Queoff asked what the life expectancy of vinyl siding is. G. Bader said it has a lifetime warranty and is cost-effective and durable.

A motion was made by S. Bremer and seconded by J. Wiezbiskie to approve the request to create a Planned Unit Development (PUD) for the proposed Whitney Park Townhomes located in the 300 Block of North Van Buren Street. Motion carried.

NEW BUSINESS:

2. (ZP 13-17) Discussion and action on the request for a Conditional Use Permit (CUP) to authorize a two-family dwelling in an Office Residential (OR) District located at 1108 Cherry Street submitted by Eric Schanau, property owner (Ald. Boyce, District 7)

P. Neumeyer gave the staff report and recommendation. The Comprehensive Plan recommends Medium- to High-Density Residential for this area. The intended use will comply with that. This property was formerly a two-family use and sat vacant for some time, thereby losing its non-conforming status. The current owner came forward to apply for the Conditional Use Permit. There is some history with this property, namely a number of complaints over the years. The current owner is a new owner, so he isn't necessarily responsible for the complaints. He is working diligently, however, to make those repairs to be in compliance with our Inspection Department. After review of this request, staff finds it is an appropriate use for the area. There are other single- and two-family homes nearby. The only issue staff has is the unpaved driveway. For a two-family use, four parking spaces are required. Staff is recommending pavement or hard surface be added to address the drive and parking spaces for the home. Staff notified Alderperson Boyce and affected property owners and received no comments.

L. Queoff asked if the property was currently occupied. P. Neumeyer said it was not.

Eric Schanau, 3002 Windross Lane – He purchased the property and said it was in pretty rough shape. A list of repairs made to the property was handed out to the Commissioners for their review. This two-family will be rented.

S. Bremer asked if a bit more work will be going into the exterior, such as staining the porch, repairing the underside of the door, etc. E. Schanau said those repairs will be made and are in progress.

J. Wiezbiskie asked where the entrances are to each unit. E. Schanau said there are two entrances in the rear and two entrances in the front.

J. Wiezbiskie also went through the series of prior complaints against the property to ensure all repairs have been made. E. Schanau described each problem and its subsequent repair.

M. Conard said she would normally request that the property be converted to a single-family home. However, due to the property's location amongst other rental properties, it seems to fit in the area.

E. Schanau was not planning to make the driveway a hard surface, but he does have the equipment to complete the task if requested. P. Neumeyer said if he was requested to pave the driveway, he would need to get a variance to do so. That may or may not go through as requested.

S. Bremer feels Condition A should remain as part of the approval to get into compliance with Municipal Code with the understanding that if the variance request for a paved driveway is not approved by the Board of Appeals, E. Schanau may request a Conditional Use Permit of the Plan Commission without the condition.

Discussion ensued amongst the Commissioners and the applicant regarding possibly leaving the driveway as gravel to avoid the cost of paving and possible denial of a driveway paving request at the Board of Appeals level.

J. Wiezbiskie feels this condition should be kept in the approval language because every other homeowner in Green Bay must remain within this standard.

R. Strong thinks the applicant should present a site plan for the parking spaces to City staff because a design element might be employed to not require approval of the Board of Appeals.

A motion was made by J. Wiezbiskie and seconded by S. Bremer to approve the request for a Conditional Use Permit (CUP) to authorize a two-family dwelling in an Office Residential (OR) District located at 1108 Cherry Street subject to the following:

- a) A site plan being submitted for the paving of the drive and any related site improvements; and
- b) All citations and complaints are addressed and complied with to the satisfaction of the Inspection Department.

Motion carried.

INFORMATIONAL:

- 3. Request of Commissioner Bremer to review the Plan Commission policy regarding the 100-foot notice requirement related to Zoning Petitions

P. Neumeyer gave the staff report and recommendation. An example was shown to the Commissioners outlining a subject property and the affected properties within a 100-foot radius. Neighborhood associations, alderpersons, and BID districts are all notified of requests heard by the Plan Commission. Each letter that is sent contains verbiage asking those who have received it to feel free to share it with other interested parties. Staff feels the current process is easy to understand and explain to property owners. However, this is a Plan Commission policy that can be amended by the Commissioners. Additional costs and staff time would need to be considered if the notice area would be increased, for example. Staff recommends maintaining the current policy.

L. Queoff asked what costs are incurred. P. Neumeyer said there would be additional mailings, a staff analysis, etc. If the Commissioners find value in making the policy change, staff is more than willing to incur the additional expense and time spent.

S. Bremer feels the 100-foot notice requirement works fairly well in a very dense neighborhood. However, in an area where the lots are larger and homes are farther apart, the notice might only reach two or three homeowners. She feels the area should be increased.

R. Strong would like staff to approximate the cost difference from a 100-foot notice requirement to a larger notification area and bring those results to the Plan Commission for review. Staff can also see what policies other communities have adopted.

OTHER:

Director's Update on Council Actions

Donald Driver Way will be named on June 15, 2013, at 2:30 p.m.

SUBMITTED PETITIONS: (for informational purposes only)

None

A motion was made by L. Queoff and seconded by T. Duckett to adjourn. Motion carried.

Meeting adjourned at 7:34 p.m.